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Approved For Release 2002/05/02 : CIA-RDP80-00773A000100040015-2

25 OCT 1979

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 24 October 1979 (U)

1. Senior Intelligence Service:

a. The Deputy Director of Central Intelligence and the Director of Personnel introduced the Senior Intelligence Service (SIS) program to all Headquarters supergrades at a session in the auditorium on 18 October 1979. (U)

b. Members of the SIS Support Staff joined the Director of Personnel and the Deputy Director of Personnel in briefing [redacted] Director of Personnel, National Security Agency (NSA), and [redacted] of his staff, on 22 October 1979 on our SIS program. On 23 October 1979, the SIS Support Staff and the Deputy Director of Personnel for Plans and Control also met with [redacted], a special assistant to the Defense Intelligence Agency's (DIA) personnel chief, who was interested in our SIS program. Both NSA and DIA are seeking legislation to bring them into the Senior Executive Service (SES) program and are interested in how we are approaching the unique intelligence agency aspects of an SES program. (U/AIUO)

c. An informal "working group" of representatives appointed by each directorate (and including a representative from the Resource Management Staff/Collection Tasking Staff) met with the SIS Support Staff on 24 October 1979. The purpose of the group is to provide an informal point of contact between SIS and senior management of each directorate, with the SIS Support Staff keeping the group advised on what we are doing and the group providing feedback and questions on SIS matters as viewed from the directorate level. Further meetings are planned on a biweekly basis (or more frequently if needed). (U)

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Original CL BY: 012752
Review on 25 Oct 85

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2. NAPA Project Group: The Project Group has completed the drafting of 27 Issue Papers. Fourteen have been coordinated within the Office of Personnel; 13 remain to be discussed. We are now in the process of "cleaning-up" the approved drafts for our final package. (U)

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3. Special Recruitment: On 16 October 1979, [redacted] 25X1A
[redacted] Chief, Physical Sciences and Technology Division, Office
of Scientific Intelligence (PSTD/OSI), and [redacted] 25X1A
Chief, PSTD/Free World Division, met with most of the
Washington Area Recruitment Office (WARO) recruiters. [redacted] 25X1A
presented a brief overview of his component's functions, but
the majority of the meeting was devoted to requirements and how
OSI and WARO can help one another recruit qualified candidates.
(U)

4. Prospective Retirees: As of 23 October 1979, a
total of 64 employees have signed applications to retire before
the end of the leave year. Of this number, 45 are going in
early January of 1980 and 19 are scheduled for retirement in
December 1979. (U/AIUO)

5. Second Career Opportunities: The executive search
firm, Ropes and Associates of Hollywood, Florida, sent one of
its representatives to Washington this week to interview three
Agency retirees who are candidates for the position of Security
Director for an unnamed industrial firm in Florida. The job
will pay \$40,000+ per annum. We have had periodic contact with
Ropes and Associates since we briefed Mr. Ropes on the Retirement
Counseling and Employee Assistance Branch (RCEAB) program
approximately two years ago. (U)

6. Hire the Handicapped:

a. On 22 October 1979, the Agency's 69th handicapped
employee entered on duty in the National Foreign Assessment
Center/Directorate of Science and Technology. (U)

b. The Handicapped Program Advisory Committee met
on 16 October 1979 to preview a new training course module
entitled "Learning About Disabled Workers." It contains a
series of eight training programs designed to sensitize co-
workers of severely disabled persons to their handicaps and
their capabilities. Disability groups covered by the training
programs are: visually impaired; other physical disabilities
(diabetes, speech impediments, cardiac, cancer, cosmetic, etc.);

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hearing impaired; psychologically-socially disabled (former alcoholics, nervous breakdowns, etc.); epileptics; cerebral palsied persons; and mentally retarded. Each training program is composed of two sections. Section 1 is general and applies to all disability groups and Section 2 is specific to the disability being addressed. Individual units on each disability group can be presented independently. The Committee unanimously agreed to recommend that this training course be purchased for individual office use where handicapped employees are located or are in the process of being hired. (U)

7. Acting DDA - Speaker at Military Reserve Meeting: Mr. Clifford D. May, Jr., the Acting Deputy Director for Administration, addressed the Joint Military Reserve Training Command on Monday, 22 October 1979, in lieu of Mr. Don Wortman, Deputy Director for Administration, who is on TDY. Mr. May discussed the many and varied current responsibilities of the DDA, how the DDA views the role of support in the 1980's, and perhaps the most important point of his talk, how the Agency is going to handle information processing in the future. The meeting was open to all Agency employees, and a number of non-Reservists were in attendance. (U/AIUO)

8. Achievement Awards: On 19 October 1979, a Special Achievement Awards Ceremony honored 15 Office of Development and Engineering employees with Special Achievement Awards totalling \$21,000, the largest in the Agency's history. Mr. Dirks, Deputy Director of Science and Technology, made the presentations and [redacted] Deputy Director, Office of Development and Engineering, explained the significance of the employee's feats. (U)

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10. Combined Federal Campaign: As of close of business on 22 October 1979, the Combined Federal Campaign pledges total \$82,738.54, which is 27.6% of our goal. The Educational Aid Fund has received pledges of \$8,491.00 and \$1,801.00 has been pledged for Public Service Aid Society. Thirty-one percent of the cards have been returned. (U)

11. Contract Salaries: Representatives of the Contract Personnel Division met with representatives of the Compensation Division/Office of Finance to discuss problems of mutual concern regarding payrolling of contract employees and independent contractors. (U)

12. The Weekly Civilian Annuitant Report is attached. (S)

COMING EVENTS

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1) [] is scheduled to be on Virginia Polytechnic Institute's (V.P.I.) campus on 30 October - 1 November 1979. He was advised that his interviewees will be engineers at the Bachelor and Master degree levels and physicists. An Office of Scientific Intelligence (OSI) representative plans to join him on 30 October 1979 and a National Photographic Interpretation Center/Directorate of Science and Technology representative will join him on 31 October 1979 and be available to stay over an extra day if warranted. Two of OSI's co-op students are back on V.P.I.'s campus, and if time permits, [] will contact them. He also has an "introduction" to the Dean of V.P.I.'s Engineering Department and every effort will be made to meet with him. (U)

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2) Mr. Bruce C. Clarke, Jr., Deputy Director for National Foreign Assessment Center, is scheduled to address the Joint Military Reserve Training Center (JMRTC) on Monday, 29 October 1979. He will discuss the role of the National Foreign Assessment Center (NFAC) in the 1980's, an assessment of how NFAC has evolved in the two years of its existence, and what direction it will be moving in the decade ahead. This meeting will also be open to all Agency employees. (U)

[]

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Harry E. Fitzwater

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANTS
(17 - 23 October 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

DDA

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- Independent Contractor,
Office of Security, new
hire effective 15 October
1979 (U)

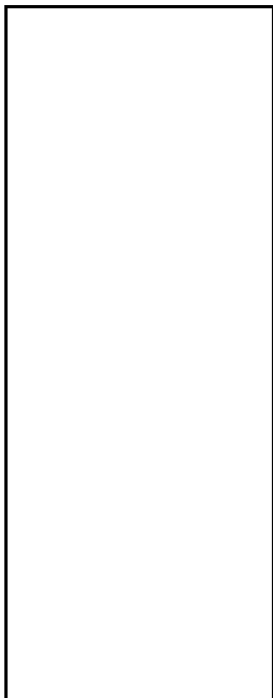
DDO

- Independent Contractor,
SE Division, new hire
effective 16 October 1979 (S)

2. The following rehired civilian annuitant cases were approved for extension:

DDA

25X1A



- Independent Contractor, ISS,
one-year extension effective
26 October 1979 (U)
- Independent Contractor, ISS,
one-year extension effective
14 October 1979 (U)
- Independent Contractor, ISS,
one-year extension effective
15 November 1979 (U)
- Independent Contractor, ISS,
one-year extension effective
20 November 1979 (U)
- Independent Contractor, ISS,
one-year extension effective
12 October 1979 (U)
- Independent Contractor, ISS,
one-year extension effective
18 October 1979 (U)

DDO

25X1A



- Independent Contractor, EUR,
one-year extension effective
1 October 1979 (S)
- Independent Contractor, IA,
one-year extension effective
1 October 1979 (S)
- Independent Contractor, IA,
one-year extension effective
1 October 1979 (S)
- Independent Contractor, IA,
one-year extension effective
1 October 1979 (S)

3. The following rehired civilian annuitant case was terminated:

DDA

25X1A



- Independent Contractor,
Office of Security,
terminated 9 September
1979 (U)